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**11** MAR 1985

## Interagency Fleet Management Center Customers

### 1. Purchase of tire and batteries

When given approval by the Maintenance Control Center (MCC) to purchase tires or batteries, the vehicle operator or the Vendor should annotate the invoice with the appropriate information:

The tire or battery has no value and was discarded.

The tire or battery was traded in and the credit applied toward the purchase of the replacement.

The old tire or battery was returned to the operator.

The vehicle operator must sign and date the invoice. Please read your Vehicle Operator's Manual for additional information or call the Maintenance Control Center on (202) 472-9580.

### 2. Request for snow tries

Because of severe weather conditions, we received numerous requests regarding the replacement of regular tread tires with either snow tires or tires with an all-weather tread. This situation will, undoubtedly, increase the number of requests for tire replacement.

In the past the Fleet Management Center (FMC) has taken useable "take-off" tires from the using agency and stored them at the FMC facility. This procedure can no longer be followed due to a space reduction in the new FMCs.

Agencies wishing to replace regular tread with snow tires must provide space for the storing of the "take-off" tires. However, before a request for replacement tires will be processed, the using agency must notify the Fleet Management Center, in writing, where the useable "take-off" tires will be stored and the tread depth of each tire. A copy of this notification will be kept in the vehicle jacket file for future reference. It will be the responsibility of the using agency to safeguard these tires at all times. A more viable approach to this situation would be to replace regular tread tires with the all-weather type that would not require seasonal replacement and storage.

When the vehicle assignment is terminated, the stored, "take-off" tires must be returned to the Fleet Management Center along with the vehicle.

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If there are any questions concerning these procedures please direct them to your local Fleet Manager at (703) 557-8835, Western Fleet Management Center; or (703) 557-1996, Eastern Fleet Management Center.

Sincerely,

A handwritten signature in dark ink, appearing to read 'L. Goad', with a stylized flourish at the end.

LINWOOD L. GOAD  
Chief  
Transportation Services Branch  
Office of Federal Supply and Services



General Services Administration  
National Capital Region  
Washington, DC 20407

**11 MAR 1985**

**Fleet Management Customers:**

Beginning March 1, 1985, short term rental (dispatch) requirements will no longer be met through the use of the General Services Administration, Federal Supply Schedule Industrial Group 751 (Motor Vehicle Rental without driver). Instead, short term rental requirements will be satisfied through the use of the Department of Defense Military Traffic Command (MTMC) service agreements. The latest information concerning these service agreements may be found in the Federal Travel Directory that is published monthly.

For all local, non-TDY short term rentals of vehicles in this region, contact the reservation desk on (202) 472-2633. We will make your reservation, process the bill submitted by the contractor and bill your agency. Using agencies will only be directly responsible for gasoline expenses incurred during the rental period. Operators should be instructed to obtain receipts for any cash gasoline purchases so reimbursement can be made through their agency imprest fund.

As a safeguard to prevent unauthorized rental vehicle use, we are requesting that you supply us with an updated list of names of all agency officials who will be authorized to place rental reservations. This information should be submitted in writing to the General Services Administration, Chief, Fleet Management Program, 7th & D Streets, SW., Room 6608, Washington, DC 20407.

When requesting rental vehicles for short term leasing, please furnish the following information:

Requestor's Name  
Driver's Name  
Dates of Reservation  
Car Size (economy, compact, midsize, fullsize)  
Billing Office Address Code (BOAC)

If there are any questions concerning these procedures, please direct them to the Fleet Management Program Reservation Desk on (202) 472-2633.



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